

The Art of Focus and Concentration

# BRAIN BUILDER



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JACKIE GOLDSTEINE

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Brain Builder:

**Step by step guide to achieving  
Focus and Concentration**

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## INTRODUCTION

### What is the Sniper Focus System?

Procrastination is often a misunderstood topic— few studies aim to understand the process of procrastination, recognize, and diffuse the feelings that lead to procrastination, and, most importantly, how to develop the ability to produce, as well as rest, without the guilt and pressure of deadlines.

I'm Jackie Goldsteine, in case you haven't read my previous work, I studied Medicinal Chemistry and Nutrition while I did graduate, I pursued my passion for teaching and did so as a freelancer and substitute. My father was diagnosed with stage 4 Lymphoma and given no more than 40 days to live.

Naturally, I did all in my power to save my father by diving into all the scientific resources and journals I had at my disposal (internet articles as well) and within 16 days of my scientifically estimated regime. My dad's lymph tumor shrunk to a pea size and his blood work was better than before the chemotherapy sessions (take note he still took the chemotherapy sessions so he could be declared in remission).

While I am thankful that my father lived and is getting better day by day, it opened my eyes to see the ailment that plagues my students, failure. Not just in their studies (grades aside people still fail in life) but in many situations they face in life.

Before you start this book, know that I believe in a triune God (Father, Son, and Holy Spirit) and that beings are triune in themselves, (mind, body, and soul). I've designed the Sniper focus system to target your mind and using the logical portions of your brain to push you to work but the main basis it relies on is your desire to finish the work because without that; no system in the world can help you.

**Jackie Goldstone**

## PROCRASTINATION IS AN EFFECT—NOT A CAUSE

Fifteen to 20 percent of adults routinely put off activities that would best be accomplished as soon as possible. In independent surveys conducted in 2007, 80 to 90 percent of all college students admitted that they had major issues with procrastination.

Procrastination is an effect, not a cause. You don't procrastinate because you're a procrastinator. You procrastinate because there are causes that have created the effect of procrastination. To begin to let go of your procrastination, it's important to understand why you procrastinate.

As you cover the material in this book, I would like to introduce you to an important distinction: If you call yourself a procrastinator, this word becomes your identity. No one is a cut-and-dried procrastinator in all areas of one's life. Instead, we procrastinate in isolated areas where we perceive pain, we procrastinate to rebel, or we procrastinate to control a situation. Many people who are rebellious in their procrastination often wind up rebelling against their own success. This is taking procrastination to the extreme.

The most common form of procrastination occurs when you create an excuse in order to eliminate the perception of pain. If just thinking about tomorrow's tasks and chores brings up feelings of anxiety, pain, or discomfort, there is a high probability that you will create something more trivial to do to avoid the pain. In other words, you will most likely schedule critical tasks for later. This is the primary reason that you get sidetracked. It's the reason that you plan to make business calls and suddenly find yourself in the refrigerator.

## What's procrastination?

If you find yourself putting off significant tasks to the last minute, you procrastinate to some degree. In addition, this can be a main difficulty to both your personal life, your studies and your career.

Procrastination affects every aspect of your life. Adverse effects would experience tension and fatigue physically, low self-esteem, frustrations and guilt, diminished quality of life and missed career opportunities that will poison your productivity.

Protection is better than cure. You don't want to get sick like my own father, do you? Stop procrastinating and guard yourself against cancerous habits.

To identify the beginning of procrastinating practice is to admit to yourself that you have a bad habit and you need to change. That's good! But your good intentions haven't helped you overcome procrastination have they? Here are some reasons why people procrastinate:

- Priority - Placing the importance of certain tasks behind on your priority list.
- Unknowns - Rejecting the unfamiliar is one reason of procrastination.
- Time - Not allotting enough of it for the things that need to be done.
- Overload - Continually putting things off would pile thing up!
- Fear of Failure - A common form of erroneous thinking that leads to procrastination is perfectionism.
- Feelings - When you feel anxious; it's tough to work effectively.

Your initiative is the key to beat this habitual behavior. If you really want to tame the wolf, you've gotta train it the way Caesar Milan does it:

Act AFTER you plan. Yes, you heard me (or read me) balance the time spent in planning with the time spent on doing the task. Break the day up into a number of action sessions for other tasks. Doing the planning after



an action ensures you actually plan rather than risk looking like a slowpoke when you're supposed to be IN the action.

Be vision directed. Bring each task in harmony with your goals. Set goals as soon as you are about to begin something. Simplify the tasks on a checklist and target each and everyone.

Bite-sized pieces. You don't have to tackle all the steps of a project in one sitting. Break large assignments into small tasks over a period of time, this book wasn't finished in one sitting you know.

Good enough is good enough. Rather than perfection, aim for advancement. Any small step toward completion is an accomplishment. Determine how much you can do and tolerate at a time. Because sometimes we get so emotionally frustrated, you might need a walk or a cup of water. (Bonus: Don't drink coffee)

Just do it. Nike said it best, alternate between jobs that are unpleasant to you with tasks you enjoy. Set a time limit and give nothing but your best in that short period of time. (Bonus: Just like the gym, do things in sets)

Plan around interruptions. Take steps to prevent those interruptions before they occur. Do what you sensibly can to minimize it, but make sure you don't scare people away from interrupting you when they should.

Remember to make it fun. A clean desk allows you to focus without visual distraction. Try to incorporate fun. It's only a chore if you think of it as a chore, I mean, I hope you're enjoying the little bits of humor, I certainly am.

Stay motivated. Reward every step along the way, not just the end result. Thinking of achieving your goal and dream a little of that fantastic moment of sheer jubilee, whatever is a mental reward for you.

Dwell on success, not on failure. An advantageous aspect is that making an effort for solutions on this problem returns an exceptional personal growth. You'll become stronger, braver, more disciplined, more driven, and more focused.

## **Procrastination Is an Epidemic**

Procrastination, quite frankly, is an epidemic, and an epidemic can only be cured if the underlying root cause is discovered. My goal for this book is to teach you how to identify what causes procrastination and neutralize the resulting feelings. I'll show you how to go from procrastinator to producer. No matter who you are, this book will help you to overcome procrastination and achieve the life of your dreams.

Thanks for downloading this book. It's my firm belief that everyone can achieve success and grow no matter their age.

## LET'S UNDERSTAND DISTRACTIONS AND PROCRASTINATION.

Many individuals fail to accomplish their long-term goals mainly because their interest simply wanes in the long run. Their focus shifts and their enthusiasm fades away as other more urgent issues come along the way. Long-term goals seem to become either less important or unrealistic as time goes by. In most cases, the main culprit for the fading impetus is usually procrastination.

## Avoid distractions

Procrastination results to the piling up of tasks, making it highly stressful and overwhelming to accomplish goals. Case in point is a real estate agent who might procrastinate in making follow ups of prospective clients. The required monthly or quarterly sales quota won't be met because of the procrastination.

Meeting quarterly sales quotas, saving fixed amount of money per month, submitting research papers on time and losing weight are some examples of short-term goals that lead to accomplishing long-term goals. Financial stability, earning a college degree and life-long health are the corresponding long-term goals. The short-term goals or objectives serve as the baby steps in ultimately accomplishing the more difficult long-term goals.

Individuals will be unable to focus on lifetime goals if they cannot resist the urge to procrastinate. Distractions are everywhere and sometimes are very appealing. For instance, a student reviewing for an important exam may be distracted to go on a date or party all night. Peer pressure, pleasurable prospects, laziness, and stress are some of the most common sources of distractions.

## Anticipate obstacles

Any worthwhile goal will always need effort and investment of resources. Worthwhile long-term goals are particularly difficult to accomplish because there are many factors to consider. Obstacles will be present along the way. Although not all obstacles or contingencies can be clearly anticipated, it is very crucial to anticipate challenges that may appear.

Anticipating obstacles will allow room for better preparation and adjustments. One cannot easily be caught off-guard or overwhelmed by problems if there are contingency plans in place. For example, a fruit stand owner must anticipate the price fluctuations and seasonal or climate-related changes that may affect the supply of fruits.

## Visualize success

Sustaining motivation and staying focused on the long-term goals may seem daunting without the prospect of success. Visualizing success is crucial in sustaining the drive. People who are not very confident that they will succeed are less likely to accomplish their dreams.

Visualizing success will allow individuals to be highly specific about their goals. It will help them gain confidence and insights on what steps to take. It is about formulating a directed action plan that is centered on the goals.

## WHAT ARE THE TYPES OF DISTRACTIONS, CAUSES, AND EFFECTS OF DISTRACTIONS?

Oh, how simple it is to be distracted any time you happen to be working from home. True, you do not have your coworkers talking about last evening's Dancing with the Stars or showing you pictures of their kids. However, you do have other interruptions, like last night's Dancing with the Stars and your own kids. How will you deal with them and still find a way to be productive? It is not simple.

Here are seven ideas to prevent distraction and avoid being interrupted.

Generate "work time" and set restrictions. Obtain a do not disturb sign if you wish to. Just make sure everybody knows you are working and not to be disrupted. It is helpful if you can develop special periods daily, which can be devoted to work, and special times that are devoted to family, tasks and errands.

Shut all PC programs, which are not directly related to exactly what you are performing. That means Facebook and Twitter too! Not to mention close your e-mail except if you happen to be checking it.

Talking about email, stop looking at it each and every five minutes! Look at it three times per day, maximum. Check it once each morning, once at night and once during lunchtime.

Turn off your telephone or set distinct ring tones regarding significant numbers and overlook all other calls. Google Voice is a great tool due to the fact you will get voice mail messages sent to you as text messages. That will save you time during your lunchtime break because you can examine your voice mail and your e-mail simultaneously.

Remove the TV and the radio/stereo from your workplace if they are

distractions. Typically, TV is really a distraction for most people. However, many people find it easier to work with music. You decide. You understand yourself better than they understand someone else. If music can be an interruption, eliminate it from your workplace.

Plan ahead. Take the dog outdoors before you decide to settle down to work. Make use of the facilities and pick up some food and something to drink so you no longer need to get up while you are working.

Set time away for tasks and errands. Washing laundry, dirty dishes, and food shopping can wait, right? Nevertheless, if you have not set aside time for you to get them carried out they will certainly loom over you and keep you from getting your work completed. Schedule time for them and the anxiety is taken away. You are able to concentrate on staying productive.

Disruptions are an element of a home based job or anywhere else. As they arise, you will need to figure out the best way to handle them and prevent them. Enjoy the advantages of working from home for what they are and the awesome freedom you do have.

Here is a regular scenario: You sit down in front of the computer, head overflowing with ideas, all pumped up to do a blog post. Suddenly, you heard your stomach roaring for food, you have the inkling to check your Facebook, or you want to play your favorite online games. Disruptions are a hindrance and take away your mood to blog. When a blogger is distracted, the quality of his article suffers.

Disturbance affects the blogger's storyline and it goes to the quality of his article. It is important to be focused when writing a blog entry because it helps the blogger produce a seamless article rather than a patchwork of thoughts. If you feel that you are in the same situation, you should continue reading this. Here are some useful tips on how to get rid of blogging distractions.

## **1. Have willpower.**

A dedicated blogger has self-control and can avoid other things while



working on his blog. It means we have to stay away from any social media sites by closing all the browser windows that are not needed. This leaves full access to only the blog editing tools. It is okay to ignore email messages for a short while and place a 'busy' status on your instant messenger because that is really what it is. I am certain that you have ample time to work on those things right after you finished your article. This tip also applies to non-virtual distractions, like chatting up people around you, or getting off your seat to grab a sandwich.

## **2. Indulge yourself.**

In addition, afterward, go back, focus again and concentrate! If you want to enjoy and have fun for a moment, go and pamper yourself. This is contradicting to willpower. The key here is getting back on track soon after the disruptions. By doing this, you will be away from any distractions like phone calls that never stops unless it is answered. Sometimes it is best to take the call now than endure the incessant ringing. The same thing as when you are hungry, you eat so you can fill your stomach with food that can bring back your energy in blogging.

### **3. Avoid multitasking.**

We all love to multitask - it makes us feel like a superhero. However, multitasking is not applicable to everybody, and it would be impossible when you are doing blog works. You may have thought of many potential ideas to incorporate on your blog, but it would only work one at a time or you would not be able to finish a single write-up. Put everything in order like do a research as your initial work, start with your article, then edit as your final step so that distractions can be avoided while doing your blog works.

#### **4. Stay away from online temptations.**

Who would have thought that blogging is only possible when you are online? If you know for a fact that you can be easily disturbed by online temptations, better think of doing the blog work offline, by merely writing down your thoughts on a paper! Just publish it once you are done. Being away from the internet even for a short period of time can give you full concentration. Besides the internet, you should also stay away from TV and radio if it gives you confusion instead of motivation.

## **5. Go to a quieter place.**

External distractions are not limited to the things you do on your computer. If the surrounding does not help you to be in the mood for blogging, you can go to a quieter place where you can easily think. Several people converge in one place would surely make noise. In addition, a messy area adds up to the confusion. Instead of asking the people to move or doing a general house cleaning, you can opt to move to another place, for the sake of finishing your blog entry.

## **6. Start prepared.**

Be ready with all your tools even before you start to create an article. If you are using a laptop, make sure it is fully charged to avoid running low on juice just as you culminate your blog post. Eliminate the need to stand up from your seat by making sure you have your blogging tools within arm's reach such as the memory card reader, your notes and a glass of water.

If you are surrounded with temptations while you are blogging, make sure that you can deal with them. Be firm and try to use these suggestions so that you can create and publish more articles on time.

# WHAT ARE THE DIFFERENT TYPES OF PROCRASTINATIONS, CAUSES, AND EFFECTS OF PROCRASTINATIONS?

Procrastination can be defined as two different sides of the same coin. The definition of procrastination changes according to each and every individual's point of view. Procrastination is a type of 'avoidance behavior', which refers to deferment of work, tasks, action with extending time limits. Some of the psychologists think that procrastination is a mechanism of coping with tasks or decisions with anxiety associated with it. Procrastination can be good as well as bad. Most of the people think that procrastination is bad because of the only reason that it delays the work. However, no one looks at the reason why one is delaying the work.

We all have procrastinated once or many times in our work, but there are other things you might be doing which makes you delay the work. It does not really matter what work you do, but remember one thing one individual can work on one thing at a time. Procrastination deals with delaying things but if we use procrastination as a tool for our self than procrastination can be a very effective tool for us. You can segregate all your tasks into different categories, namely jobs that are less important, work with average importance and work that is most important. You can set up time limits for the tasks and as soon as you keep on completing the tasks, the list becomes shorter and shorter. This is very valuable when you have a lot of tasks to be completed within a given period. This is a positive way of using procrastination, you delay in doing things but you still end up doing them in a better way.

The negative side of is delaying all the work that you have been given. Some people delay their work so much that they end up not doing it

properly or not doing it at all. Some people have an attitude that they might finish later so that they can rest at the current time they have. There can be only two reasons for this kind of behavior either they are not feeling well, stress or they are too lazy in doing their work. For example, you are being told to finish a presentation on your company project, you think that you have the whole afternoon for doing the task and you can start with it after lunch. Say for some reasons you are not able to get time for it due to other tasks or you simply sit around postponing it until the last minute. At the end, you do complete your presentation but you forget to put up the company's name at the start of the presentation. This may either cause you to lose your job or have a bad remark from your boss.

If procrastination is making you look down then there is a very effective tool for you, which will help you in not delaying your work or tasks. Hypnosis is the tool or treatment, which you should undergo to get you, rid of procrastination. Hypnosis will also help you in having less stress and make you active enough so that you do not just feel lazy anymore. There are a lot of mp3 or videos available on the Internet, you can download some of them and go through the treatment yourself. Therefore, what are you waiting for, get ready to be a person who finishes his tasks on time, be a star at your workplace and make others wonder how you manage to do it?

All people have procrastinated at least once in their life. Procrastination is very tempting especially if there is a difficult task. However, putting off tasks or projects is not healthy and prevents a person to be productive and live up to his or her full potential. Learning to overcome procrastination is the key to successful time management.



## WHY YOU SHOULD OVERCOME PROCRASTINATION

- Procrastination kills productivity. Everyone needs to complete several tasks each day and, most of the time, procrastinators leave difficult tasks (which is often the most important ones) up to the last minute. Doing this might affect the quality of the work produced.
- Procrastination causes inconvenience. Procrastination only prolongs a person's suffering. It takes away quality time that an individual would have spent doing leisurely activities.
- Procrastination lowers your self-esteem. Most procrastinators delay starting their work because they do not believe that they have the ability to complete the task.
- Procrastination prevents personal growth. Procrastinators spend most of their time working without really accomplishing anything. If a person were able to get his or her work done in time, he or she would have done other things to help improve their selves.

## How to Overcome Procrastination

1. Learn the art of discipline. Most people unconsciously procrastinate when they get distracted from what they are supposed to do. Learning self-discipline will help a person resist distractions and focus on the task.
2. Think of a reason to start working on your task. Taking the first step to complete a task is a start to beat procrastination. Most people usually find their groove after they have taken the first steps.
3. Build your confidence. Hesitation to start a difficult task is often caused by lack of self-confidence. Some people second-guess their abilities to finish a task and put it off until the last minute. Believing in one's self is a great first step in beating procrastination.
4. Stick to the day's plan. Plans are made to ensure that a person accomplishes the tasks needed for the day. If something comes up, take note but stick to the plan.
5. Do not forget to take a break. Always insert short breaks when planning. People need breaks from time to time to be able to breathe and rejuvenate their minds and bodies to complete another task. In addition, a good reward at the end of the day also helps prevent procrastination because it encourages the person to finish his or her task at the given time.

Overall, procrastination is only in the mind and everybody has the power to overcome it. If you feel like procrastinating, think of a good motivation to begin. The momentum of working will eventually help you finish a task. You can also take a short breather to set your mind straight then go back and try again. In addition, you can think of something to look forward to at the end of the day to help you focus on your task and finish it on time

## Anxious procrastination

We all recognize that opposites attract. It is an old conversant saying. Yet, what seemed cute, different, marvelous, and quirky during dating becomes over time, most annoying. The Personality Type differences of Judging (J) and Perceiving (P) can fray nerves and cause frustration.

Let us have a quick review of P and J characteristics for those not familiar with Personality Type theory. P and J are choices on a continuum regarding how we deal with the outer world. J likes things organized and given a choice want to quickly come to a decision. P likes to go with the flow and given the choice want to gather more data. J in the extreme will jump to conclusion with the first little bit of data. In the extreme P will continue to gather data until the search is exhausted and only then decide.

AJ will avoid revisiting a decision. AP is usually willing to do so. Js may be anxious before deciding. Ps may be anxious afterward. Js may overlook important information. Ps may procrastinate.

Let me tell you from experience how these factors play out in a marriage. My wife would say, "Dinner is ready." However, when I dropped everything and came to the table it was still cooking. My wife had been distracted by other choices and preparation had been interrupted.

By contrast, if I was cooking and said, "Dinner is ready." It was on the table and quickly getting cold. My wife would be finishing something and on the way from the bedroom to the dining area would start a load of laundry, write a note to the mailman, and feed the dog.

Dinner is now more of a pleasure because of Personality Type education. Now when I cook I give her the good old football two-minute warning. "Honey it will be ready soon." This is followed by, "The table is set." Then I might ask, "What do you want to drink? Now when my wife says, "Dinner is ready." I come to the table with different expectations. I come to help with the preparation. I set the table and dish out the food.

Knowing about Type can get you to church on time and help you pick movies to watch. If you are the J, do not give your P spouse four choices. Make a suggestion and be willing to move on if it is not acceptable. Similar adjustments can be made for all kinds of conflict areas.

Also, remember that their weakness is your strength and visa versa. Avoid both procrastination and jumping to conclusions by working together!

## Perfectionism

The following suggestions will assist in overcoming these reasons to procrastinate and help bust the procrastination cycle finally.

- *Fear of Failure or Success*

Firstly, you must understand and recognize what is causing your resistance. What is it that you are afraid of? Is it the actual task at hand, perhaps what is necessary to fulfill the particular task, or is it the result to be achieved by performing the task? Maybe it is the fear of possible failure. On a deeper level, is it the fear that you will succeed? Because added pressure is being placed upon you to succeed, the tendency to actually sabotage a project may occur. You may be afraid that the pressure from peers to exceed their expectations is simply too much.

- *Fear of Rejection*

This fear of rejection is another common reason for procrastination. Frequently, this may originate from low self-esteem, or from a habitual uncertainty within your own mind. An experience relative to the task at hand may create the fear of rejection to resurface. Be sure to affirm confidence in your own abilities and do not place too much emphasis on the thoughts of others. This is crucial in overcoming rejection.

- *Develop Organizational Skills by Creating Smaller Lists*

Step by step, lists are a convenient and successful method to develop organizational skills. Work your way up to completing the ultimate task by creating small lists. Break the journey into steps, and begin with three to five steps at a time instead of one big list of the full twenty steps. By completing the three or five steps, your sense of accomplishment and achievement will be felt, and this will spur you on to tackle the next group of steps. Pressure on total completion is reduced as you progress through each interval. Ensure you work at your own pace and do not allow anyone

or anything to overpower you.

- *Improve Self-Esteem and Motivation*

Low self-esteem is a major factor preventing the completion of the simplest task. Why? Maybe it is because you do not feel you are worthy of the challenge, or perhaps you feel you are not good enough to complete it. The leading place to begin is to check your motivation. Firstly, start with an easy task, then gradually work your way up to full completion. Not only will this build your confidence, but you will also begin to feel more positive about what you can actually accomplish, and you will be less likely to avoid or delay attacking the next task at hand. You will become more empowered to succeed.

- *Lighten the Load and Avoid Perfectionism*

Perhaps you are thinking that if I cannot do it perfectly right now, I will wait until tomorrow when I can do it better. You must modify your thinking to allow you to at least begin the task, and do it to the best of your ability right now.

Use the following analogy to help you. Do you make a list when food shopping? Each time a product is placed in the shopping cart, you cross it off the list. Why not follow the same procedure with other tasks in your life? This will lighten the load and eventually the burden will disappear. The secret is not to cram or overload your mind with tasks that neither you nor others can handle. Take it one-step at a time, and you will succeed.

In order to overcome procrastination, it is crucial to enable yourself with empowering thoughts rather than wallowing in restrictive thoughts. It is these restrictive thoughts that generate low self-esteem, anxiety, fear and concern. Instead, restructure your thinking to focus on direct action rather than avoidance. Avoid distractions, set aside time to act on the task at hand, break the task into smaller pieces or lists, reward yourself each step of the way, give yourself reminders and you will succeed every time.

## Worrisome

Did you know that everyone worries? It is a natural part of life as we face the unknowns and challenges of everyday life. Sometimes, however, worry becomes overbearing and has a negative effect on our lives. It becomes an obsession and starts to interfere with our ability to function freely and calmly during our daily activities.

If you are struggling with worry and want to stop worrying now, then here are a few tips that can help.

What are you worrying about? Your focus can have a great effect on how long and how deep your worry becomes. People often focus on the negative possibilities and ignore the positive ones. For example, if you are going on a vacation you may worry about the drive. Sure, you could focus on all the negative things that could happen, but if you can shift your focus to enjoyment and fun you will get from the vacation and continue to focus on that, you will push worry to the side.

You can also use procrastination to your advantage and decide that you will worry about something later; this can often help you stop worrying now and get back on track. When worry comes up try to change your focus by doing something that, you can really be engaged with. Maybe you can exercise or read a book, talking to friends can also distract you from the worry until you can get yourself back on track.

To increase the power of procrastination, you can schedule your worry time for a specific time in the future. This will help you get back to what you need to focus on and will let you focus on your worries and their solutions when you have the time to give it your full attention.

It is important to really focus on it when the scheduled time arrives. This is your hardcore worry time and is the time you get to focus on what could go wrong as well as the possible solutions to it. Write down what you are feeling and what you are worried about. Can this happen? If so, can you

deal with it? Most of the time the things we worry about will not even happen, and if they do, we can usually deal with them. You may have examples from your past of times when you dealt with a similar problem and you can use that as a positive reference for this new problem. If the thing you are worried about will really happen, focus on either the outcome (if it is positive) or how you can prepare for it to make things work out in a more positive way.

If you really want to stop worry, now then you have to commit to practicing your chosen technique until it becomes a habit. Practicing when you are not in a stressed situation will ingrain the new technique so that when the situation arises to use it, the new pattern will emerge automatically.



## And much more

Many times, individuals procrastinate because they want to do things perfectly. It is important to use accountability to move forward from procrastination. There are steps you can take that will help you achieve the success you desire in overcoming this unhealthy habit.

You might be setting yourself up to fail and not even realize it. If you are like most procrastinators, you might be sabotaging yourself. It is time to identify the problem and try to move away from the harmful behavior that keeps you repeating bad patterns. Acknowledging there is a problem can be a step in the right direction.

Some procrastinators become good at lying to themselves. It is easy to fall into a pattern of allowing distractions to get in your way of finishing things. Making up excuses for your behavior will not help you put an end to the negative behavior that you are involved in. Face up to the habits you have formed in your life.

Some people find an excuse or reason to ignore or not start a project because they have unrealistic expectations of themselves. They feel like they cannot start a project until they know absolutely everything possible on the topic. In order to overcome this negative self-talk, it is important to get rid of this impractical way of thinking. By changing the way you think, you can change the way you live.

While it is great to always give any particular task your best effort, it becomes a problem if it creates fear so that you cannot even begin a task. You can seek out an accountability partner that can help you move forward and stop this self-sabotaging behavior.

If you wish you move forward and conquer this bad habit, you must find out why you started procrastinating in the first place. You can only find a solution when you realize what causes the behavior. Once you get past this negative habit, you can accomplish a lot more in your life.

You do not have to allow procrastination to rule your life. Speaking to a counselor or professional who understands what you are going through can help the situation tremendously. Finding the right accountability partner can help you change your life for the better.

## MISSING ELEMENT GOAL SETTINGS / PRIORITIES AND STAYING MOTIVATED.

If you were a person working from home, you would agree that time is money and you just cannot afford to be non-productive. Especially with so many distractions along the way, it is difficult to spend your valuable hours in earning income from home. Here are some effective ideas on how to increase your personal productivity while working from home.

*Rise and shine, because starting early in the morning is great*

Being a family man working from home you would know this is important. If you get up 2-3 hours earlier than usual, odds are you'll find you get a lot more done, simply because of fewer distractions, the ability to plan and schedule tasks and there are no phones ringing. On top of all these benefits, you are well rested and have lots of time to organize, which is the key to increasing productivity.

A daily or a weekly planner is a necessity to know the activities for the whole week. With this planner, you cannot possibly miss a doctor's appointment or any other important meeting you plan to have due to a busy schedule in your daily life.

*Prepare a daily checklist*

Most people do not have the mind capacity to remember so many tasks at once. Therefore, being able to write down most of the important things would help you get things done on time. When you are done with a task, simply cross it off your list. Spend your energy focusing on DOING and not on trying to figure out what you need to do. A checklist is also a great way to accomplish several tasks in a day.

## **Self-Motivate yourself**

You could read a lot of books on this subject. You need to give yourself a motivational boost on and off to set your goals and accomplish them. Motivation slogans, a mission statement, cartoon pictures that remind you of your responsibility, etc. are all small things that could fuel your energy for the day.

## **Make use of Office Automation**

We live in the world of automation and internet. You can automate most of your tasks to virtual assistants in India... Save yourself tons and tons of time, work, energy and struggle with something you may not be familiar with. Just give it to someone else, get a robot or software to do your work instead. Leverage what you got. Take a rest once in a while too!

Try to take a 10-minute break every two hours during which time you could check on the children, read your mail, or just flip through pages of a magazine as a way of relaxation. Make sure you do not take too lengthy break. That might put you off for the rest of the day.

Use these simple, but effective tips to be more done from home. Now you cannot complain about not having any time to do things. People around you will start to ask where all this sudden productivity came from since they knew you as a procrastinator before!

## CREATING THE RIGHT ENVIRONMENT

*Believe that you can accomplish the impossible*

Did you ever ponder over at some point of your life if you are living your own dream? Alternatively, are you just making a living for which some others had written the script? What is the point in living the dreams that are not your own? Did you think that you are dreams are impossible to reach in reality? Well, there is no such thing as impossible. All you need to do is break the shackles to which you are bound.

*Stop procrastinating and start living*

Many of us tend to regularly postpone some duties or actions. That habit is nothing but Procrastination. Every little thing you procrastinate takes you further away from living your dream. Then, there are some steps you can follow to beat procrastination and get everything under your control. Here they are:

- **Creation of magnificent obsession and dream collage**

1. CREATING MAGNIFICENT OBSESSION: Every person will have an obsession with something. If they say that they do not, then they are simply lying! One should write their obsession that they want to fulfill after a span of time. For example: "By Dec 2014, I want to be the best salesman or I want to become an entrepreneur".
2. DREAM COLLAGE: Do you know that your subconscious mind runs about 95% of your life? It mostly operates through pictures. Therefore, you have to develop the habit of maintaining a journal with the ideal life images posted regularly in it. Once you start training the subconscious mind on the visual life you want, then the performance automatically follows.

- **30 day procrastination diet**

Every other day, we might be resisting a particular thing to perform. Well, on this 30-day procrastination diet, keep that resistance aside and do what you had resisted until then. The thing is when you do the thing that you have been resisting; you take the power that you put into resisting it. Hence, the more you start to do what you are resisting, the more you become powerful.

Will Power is similar to a muscle. As you start to do what you are resisting, you literally start to rewire the way the brain works and you actually build more willpower and destroy Procrastination.



- **Power of exercise**

Exercise enables rewiring of our brain. A lot of chemicals are released that would make the brain more active. You might have the habit of morning exercise. Well, go for a second wind workout in the evenings. Exercise allows you to release all the endorphins, you start feeling stronger, boost your metabolic rate and you regain your complete focus and energy.

- **Create distraction free environments**

The environment in which you work or spend a leisure time should be distraction free. Usually, Disorder creates Distraction. Things tend to be procrastinated when you are in a distracted environment. Some of the distractions are Facebook notifications, messaging, twitter feeds, papers around and more. Try to be away from them. Steve Jobs has everything white around him, his table, his walls, and products. That enabled him not to get distracted and think more clearly.

- **Release yourself sabotage**

Since our childhood, the world around us always tries to send us a message that we cannot be world class, or genius or could have any amount of money we want. However, we would definitely come across some inspiring persons who have achieved that. Most of us tend to ignore that fact and resign to a pessimistic opinion about ourselves. That should not be encouraged. The saboteur is really a voice of fear. That is one of the reasons main reasons to procrastinate. One should release themselves from that. You will have to leave what you were yesterday and become someone new.

Following these steps enables you to triumph over procrastination and achieve your ambition for sure!

## OPTIMIZING YOUR TIME AND ENERGY

Time management tips help you overcome procrastination blues. Regardless of how you have struggled up until now. Each time you succeed will motivate you to succeed again! So if your to-do list is growing out of control, take this opportunity to confront your Procrastination Time Gremlin.

Start by getting to know your Procrastination Time Gremlin inside out. Then it is much easier to stop it in its tracks!

### *Know Your Opponent:*

If your Procrastination Time Gremlin has a motto, it is, "Ignore it and it will go away!" This voice can be very quiet, but very persuasive. By keeping hyper-alert, you can catch this message before it sinks in. Then, when that thought crosses your mind, you can instantly label it as a distortion, and align yourself with reality. Rationally, you do know that the more you put unwanted tasks out of your mind, the more unfinished business accumulates! Soon, you simply cannot tie up all the loose ends as well as you would like. Let yourself take in how unpleasant this really feels.

### *Why Procrastinate?*

You build strength by understanding your personal motivation to procrastinate. Then you can create the perfect antidote. So, which payoff tempts you the most? Here are just a few examples:

Perhaps procrastinating steals enough time from your projects to let you dive into something you truly enjoy. In addition, you put the price you must pay out of your mind.

Maybe forgetting your challenge feels better than facing it squarely... at

least, temporarily.

You might rationalize that you work "best" under pressure. Although deep inside, you know that the final product suffers.

Make a list of what excuses you give yourself when you set important tasks aside.

Remember that no matter how you numb out what the future will bring, the unfinished business still poisons your pleasure!

Breaking the Procrastination Time Gremlin Deadlock:

Since the Procrastination Time Gremlin gets strength from creeping under your rational radar, your best defense is to shine a spotlight on its messages and to expose the myths.

To create an antidote to the Procrastination Time Gremlin, ask yourself:

1. If you continue to procrastinate, what losses will you face?
2. If you continue to procrastinate, what additional work will you need to do to make up for lost time?
3. If you decide to stop procrastinating, what will end? Will you stop nagging yourself?
4. If you decide to stop procrastinating, what will begin? What first step can you commit to right now? Any movement towards your true goal, however, small that step may be, points you in the right direction! You have your best energies working for you.

Throughout your question and answer sessions, maintain a friendly and supportive attitude towards you. Make it easy to confide in yourself when you are struggling with temptations! Then, you will get an instant alert when your Procrastination Time Gremlin says, "Just forget about it."

You do yourself such a big favor when you handle your Procrastination

Time Gremlin with firmness! Nothing is better for your confidence than knowing you are willing to take good care of yourself in the world as it is.

## STRESS CAN BE A DISTRACTION

Anxiety and panic stress disorders seem to be plaguing more and more persons in the world today. One may feel helpless, frightened and as if they are in serious danger. There are many physical symptoms that accompany these episodes. Some of these can be feeling one's heart pounding, feeling out of breath, sweating, and many other symptoms. This can cause a person to feel as if something is physically wrong with them and that they are in real physical danger. All of this contributes to the anxiety and panic that one is feeling.

## **Your Body's "Fight or Flight" Response Is Out Of Wack**

For those who have never been through such an experience, it can be hard to understand how a person with anxiety or panic stress disorders can feel. These disorders are usually triggered by some event or situation that the unconscious mind misreads. This misreading can be due to the stress and overwork a person may be dealing with or it can be due to other reasons. Whatever causes the misreading, the fact is that the unconscious mind has misinterpreted the situation and now has sent a "fight or flee" signal to the body. This can cause the physical symptoms and the feelings of being helpless or in danger.



## **Identify The Feeling, Label It, Don't Fight It And Move On**

When this occurs, it can be difficult to know exactly what to do. Our natural inclination is to find safety in such a situation, but because we do not really understand, what is going on it may be difficult to find a place that is safe. The truth of the matter is that in such situations we need to be able to think in a more logical manner. This can be difficult when one is feeling the effects of panic stress. For some people in this situation concentrating on their breathing or something else can sometimes provide a distraction until the fear subsides. Others may find it more beneficial to examine what they are really thinking.

## Neutralize Your Thinking

In such situations, a person is generally reading the wrong things into a situation. If one can consciously rethink what is going on and try to think of the situation in a neutral tone rather than the negative way they perceive it, this can help them gain control of their thoughts. Sometimes it is too hard for a person in a panic stress situation to move from negative thoughts to positive thoughts, thus going to a neutral thought can help them in gradually moving away from the distress they are feeling. This is a significant step as once a person starts having these feelings of anxiety and panic, it be hard to break free of the cycle.

You should take a certain amount of comfort in the fact that you are not alone in experiencing these attacks. Nearly everyone experiences panic and anxiety at some point in their lives. The important thing to learn is to not beat yourself up about it.

In addition, it is very helpful to be able to take a step back and identify the attacks when they happen and try to neutralize your thinking. Identifying the feelings coming to grips with the idea you are having an attack, the fact that these attacks cannot hurt you, and these attacks are going to come and go, in many cases take the "power" away from your panic and help you regain control.

We cannot avoid the fact that we live in a high-stress culture. The economy is less than desirable (leading to financial problems for many) and at the moment, the end is not in sight.

Some of us will continue along without any real wear and tear showing but others are not quite so lucky. There are debates about why it is that some people seem to weather storms more easily than others. Genetics may play a character as well as the fact that some of us simply seem to have more burdens to bear.

Regardless of which group you belong it is important to learn about coping

mechanisms that work for you. A coping mechanism is just a tool, an activity of some sort that helps us to deal with stress. You probably use some coping mechanisms without knowing it.

Do you eat when you are stressed or bored, or do you listen to a particular type of music when you are feeling lonely or depressed? Those are examples of coping mechanisms.

Many people have found that guided imagery, self-hypnosis, or journaling can be helpful when stress seems overwhelming. Other people find that an activity such as exercise, yoga, or even housework can aid in decreasing stress levels.

Housework can aid in a number of ways. The individual can work off some negative energy while gaining the advantage of the additional exercise. Cleaning usually results in the removal of clutter and clutter is known to cause stress.

Keeping or having a clean house can result in saving money because bills may be organized in a way that provides easier access leading to on-time payments, possibly saving late charges. If the kitchen is clean, one is more likely to cook at home. Items can be more easily found eliminating the need to replace things that you already have.

Having a clean home brings about an appreciation for what you have and your home is more likely to be thought of as a beautiful haven. While cleaning you are able to escape from all other thoughts and focus on what needs to be cleaned and how to go about that. This can be compared with the effects felt through meditation. Many people listen to music while doing housework, which simply adds another element of distraction from the current stresses.

If you do not happen to find housework a useful stress reliever, there are other alternatives. Breathing exercises can be very helpful. All one needs to do is concentration on controlling breathing efforts. Practice effective breathing by making your breathing pattern slow and even. I find it helpful if I close my eyes and envision dirty air being exhaled and being replaced

with sparkling clean air.

Pets have also been found to decrease stress levels. Some studies have shown that enjoying time with a pet can even result in lowered blood pressures.

On a daily basis, one should strive to get sufficient rest. Although sleep is important, the rest referred to in the case is not limited to sleeping, by rest, I mean doing enjoyable activities that are not strenuous. Proper nutrition and regular exercise are of primary concern in relation to stress. Avoidance of caffeine, cigarettes, and alcohol can help to alleviate some stress.

Although there is not any one right, way to deal with stress it is important that each individual discover effective coping mechanisms. It is just as important that the individual knows himself very well. Get in tune with your body. Learn to recognize signals that things are malfunctioning and respond to those signals before problems escalate.

## CONCLUSION

You have perceived the saying, "use it or lose it," and it applies well to the human brain. Brain fog, inability to focus and poor memory are so common today; they are practically considered normal aspects of aging. There are those who think that the choices we make in life may have an important effect on the health of our brains. To make the most of your mind, you should eat a healthy diet, get lots of exercises, and implement some easy mind power techniques.

Practicing meditation is a great technique that offers plenty of mental and physical benefits. It is a perfect way to train your mind as well. If you have tried to meditate before, you know how difficult it is to stop the mindless chatter in your brain. As you gain experience with this mind power technique, you will strengthen your ability to focus, increase mental clarity, and refresh your mind.

Another of the popular and effective mind power techniques is hypnosis. There are many ways to go about it. You can be hypnotized by a professional, learn self-hypnosis, or listen to CDs. Hypnosis will help with many things such as stopping smoking, losing weight, stopping bad habits, building self-esteem, becoming successful, and developing self-control to name a few.

Brain exercises are fun mind power techniques. Your brain is kind of like a muscle in that you have to work it out to keep it in shape. You can have great fun while building your brain power when you do things like play Sudoku, work crosswords, take a class, learn a foreign language, or take up speed reading. Planting yourself in front of the TV for hours at a time is a bad thing to do for your brain health.

Another way to make the most of your mind is to reduce your stress levels as much as possible. Research has shown stress is very detrimental to your

body and brain. Too much stress could even cause damage to your brain because of all the cortisol it releases into your blood. You can help your body handle stress better by doing deep breathing exercises, working out regularly, and practicing meditation.

Focus on brain health. If your brain does not have the basic requirements of adequate blood flow, oxygen, and good nutrients, practicing mind power techniques won't have optimal results. To achieve this goal, you should strive to become healthier overall. Lose weight and eat a proper diet so you lower your risk of cardiovascular blockages that reduce the flow of blood to your brain. Eliminate foods that hurt your brain and body such as sugar, simple carbs, and trans fat. Instead, eat lots of raw vegetables, fish, and nuts that are rich in nutrients that feed your brain and Omega-3 fatty acids.

Do you wonder if it is worth the effort to learn about mind power techniques? It could make the difference between having a sharp mind when you are elderly and not being able to take care of yourself. When you are young, if you make the most of your mind, you will obtain many benefits. With a strong mind, you can succeed in your career and grow healthy relationships. When your body, brain, and mind are fit and healthy, you can create the life of your dreams.

I hope you enjoyed this book, I realize there might be a mistake or two along the way so if you'd oblige me, please do rate and comment on the book on the [Amazon website!](#) It does help a lot if this book helped you to manage your time better before you close this book, though, I'd like to leave you a little advice that I've put into practice.

When you're starting off work, start light-hearted and smiley, once the grind begins, though, let not a single smile slip from your lips because you are the boss and every moment of work matters, every detail, and spec of dirt matters. Most of all, seek to add value so that everyone (yourself included) benefits.

Once again, Thank you!

Your friend,

**Jackie**